

Message

---

**From:** Szaro, Deb [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2A189E7C928E4EB3930E29543CAD5E5D-SZARO, DEB]  
**Sent:** 10/28/2020 8:59:20 PM  
**To:** Ex. 6 Personal Privacy (PP)  
**CC:** Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Jensen, LeAnn [Jensen.Leann@epa.gov]; Rea, Kristi [Rea.Kristi@epa.gov]  
**Subject:** Re: Draft email request

Thanks Deb. I approve your request.

Sent from my iPhone

On Oct 28, 2020, at 4:55 PM, Ex. 6 Personal Privacy (PP) wrote:

To: Deb Szaro  
Cc: Katherine Shanahan, LeAnn Jensen, Kristi Rea

Deb,

As per Ex. 6 Personal Privacy (PP) email, I am requesting your approval for 4 hours of Administrative Leave for Volunteer Activities on election day, November 3<sup>rd</sup>, 2020 to serve as a poll monitor without compensation. I have received training by Election Protection, an arm of Common Cause (805 15th Street, NW, Suite 800, Washington, DC 20005 , 202.833.1200). As a non-partisan poll monitor, my tasks will be to provide information on voter ID requirements, troubleshoot problems such as long lines, and report bad practices such as voter intimidation to Common Cause teams to resolve them with election officials. I may perform these activities from my vehicle, or outside the polling locations with proper personal safety equipment.

I understand that additional approvals are required. Select email correspondence below demonstrates concurrence by my Supervisor Kristi Rea and LeAnn Jensen from ORC and I agree to abide by the conditions LeAnn outlines below. I am attaching the election protection code of conduct for volunteers as FYI. Please let me know if you need any additional information.

Thank you for your consideration.

**Ex. 6 Personal Privacy (PP)**

Multi-media Assistance and Support Section  
Enforcement and Compliance Assurance Division  
USEPA Region 1  
Boston, MA  
617-918-1145

**Ex. 6 Personal Privacy (PP)**

See text from the Mass Mailer below:  
**Non-Partisan Volunteer**

An employee who requests time off to train and serve as a non-partisan volunteer election official to assist at polling stations may be granted excused absence to the maximum extent

possible while accounting for the responsibilities and duties to carry out the agency's mission. The agency will try to accommodate the excused absence request so long as there are no negative impacts to critical mission work. Decisions about granting excused absence for this purpose are to be made on a case-by-case basis and require the employee's assistant administrator or regional administrator's approval after the local deputy ethics official or the Office of General Counsel's Ethics Office has determined the volunteer activity comports with ethics requirements. Approved administrative leave for participation in volunteer activities should not involve an employee being absent from the workplace for a significant period.

Any employee needing an excused absence to vote or volunteer should first seek approval from their first-line supervisor. If approved, the time must be documented in PeoplePlus using the following time reporting codes:

- **VOTIN** (Administrative Leave – Voting)
- **VOLRT** (Administrative Leave – Volunteer Activities)

**From:** Jensen, LeAnn <Jensen.Leann@epa.gov>  
**Sent:** Wednesday, October 28, 2020 12:22 PM  
**To:** Rea, Kristi <Rea.Kristi@epa.gov>  
**Cc:** Shanahan, Katherine <Shanahan.Katherine@epa.gov>  
**Subject:** RE: Poll monitor volunteer leave request

Ah, a typo. The sentence should read as follows:

- Accordingly, she should refrain from wearing her EPA fleece vest (and other clothing with the EPA logo) while engaging in this volunteer work.

Sorry for the unnecessary confusion.

LeAnn  
617-918-1072

**From:** **Ex. 6 Personal Privacy (PP)**  
**Sent:** Wednesday, October 28, 2020 12:14 PM  
**To:** Rea, Kristi <Rea.Kristi@epa.gov>  
**Subject:** RE: Poll monitor volunteer leave request

I need clarification on part of the second bullet where it says 'at home'.

- Accordingly, she should refrain from wearing her EPA fleece vest (and other clothing with the EPA logo) at home.

If the intention is that I would refrain from wearing EPA clothing during this volunteer work, then I agree to abide by these restrictions.

Thank you,  
Deb

**From:** Jensen, LeAnn <Jensen.Leann@epa.gov>  
**Sent:** Wednesday, October 28, 2020 11:30 AM  
**To:** Rea, Kristi <Rea.Kristi@epa.gov>  
**Cc:** Shanahan, Katherine <Shanahan.Katherine@epa.gov>  
**Subject:** RE: Poll monitor volunteer leave request

Hi Kristi –

Thanks for the additional information. Because [REDACTED] unpaid volunteer work is non-partisan, she does not need to be concerned about Hatch Act restrictions. She should, however, be aware of a few other common-sense ethics restrictions, including:

- Agency resources for this work can only be used in accordance with EPA's limited use policy (see <https://intranet.epa.gov/r3intran/adpol/use.html> and <https://intranet.epa.gov/ogc/2008ethicstraining/equipmentusepolicy2100.3A1.pdf>).
- [REDACTED] should not use her official title or position when she engages in this outside work. Accordingly, she should refrain from wearing her EPA fleece vest (and other clothing with the EPA logo) at home.
- She cannot use her official position or title to advocate for or against a partisan political candidate or party.
- And, of course, she cannot disclose any non-public EPA information while she engages in this outside activity.

If [REDACTED] abides by these restrictions, I have no additional ethics concerns.

Be well,

LeAnn  
617-918-1072

**From:** [REDACTED] **Ex. 6 Personal Privacy (PP)**

**Sent:** Wednesday, October 28, 2020 10:29 AM

**To:** Rea, Kristi <[Rea.Kristi@epa.gov](mailto:Rea.Kristi@epa.gov)>

**Subject:** RE: Poll monitor volunteer leave request

That is correct, I will be an unpaid volunteer.

**From:** Jensen, LeAnn <[Jensen.Leann@epa.gov](mailto:Jensen.Leann@epa.gov)>

**Sent:** Wednesday, October 28, 2020 10:13 AM

**To:** Rea, Kristi <[Rea.Kristi@epa.gov](mailto:Rea.Kristi@epa.gov)>

**Cc:** Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>

**Subject:** RE: Poll monitor volunteer leave request

Hi Kristi –

Thanks for forwarding me [REDACTED] request to serve as a poll worker. I have one important question – will she receive compensation for this work? I assume that she will serve as an unpaid volunteer, but I need to have this assumption explicitly verified.

LeAnn  
617-918-1072

**From:** Rea, Kristi <[Rea.Kristi@epa.gov](mailto:Rea.Kristi@epa.gov)>

**Sent:** Tuesday, October 27, 2020 6:32 PM

**To:** Jensen, LeAnn <[Jensen.Leann@epa.gov](mailto:Jensen.Leann@epa.gov)>

**Cc:** Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>

**Subject:** FW: Poll monitor volunteer leave request

Good evening, [Ex. 6 Personal Privacy (PP)] from my staff has requested Administrative leave for volunteer activities next week. I support this request for leave and ask for your help to review this request to ensure compliance with requirements.

If you have any questions or need any additional information, please let me or [Ex. 6 Personal Privacy (PP)] know. Thank you very much for your time and assistance.

Take care,  
Kristi  
8-1595

<2020 Election Protection Program Code of Conduct for Volunteers.pdf>